

Waiver/Deviation Request Process for NPR 7120.5F Requirements owned by the NASA Office of the Chief Engineer (OCE)

This process is for waiver/deviation requests to NPR 7120.5F requirements owned by the OCE submitted outside of the Compliance Matrix process described in Appendix C of the NPR. This process is not applicable to waiver/deviation requests for NPR 7120.5F requirements owned by organizations other than OCE. Those organizations should be consulted for their waiver/deviation request processes.

Develop a draft waiver/deviation request that includes the attributes listed below and draft a waiver/deviation approval letter for the signature of the NASA Chief Engineer. The request will be attached to the letter and will serve as the basis for the NASA Chief Engineer's approval (and other signatories, as required).

Send the draft request and draft approval letter to the OCE Program and Project Management Program Executive (PM PE), Tracy Osborne (tracy.l.osborne@nasa.gov) and/or Ellen Stigberg (ellen.r.stigberg@nasa.gov). (If requested, the OCE PPM PE can help the MD/Program/Project in developing the draft approval letter.)

The OCE PM PE will work with the MD/Program/Project, as well as other organizations that may have a substantive interest (e.g., OCFO) to finalize the waiver/deviation request and the waiver/deviation approval letter. Once the waiver/deviation request is finalized and agreed upon, the signatures of the individuals (or their designees) listed in Table 1 as Recommend and Concur are obtained. The approval letter and the signed waiver/deviation request will be sent to the NASA Chief Engineer for signature. Depending on the nature of the waiver/deviation, additional signatories may be required. Identification of any additional signatories will be determined by the OCE PM PE. The OCE PM PE will inform the NASA AA of the waiver/deviation request. If there is dissent with the waiver/deviation, the OCE PM PE will coordinate obtaining approval from the NASA AA.

The signed waiver/deviation approval letter fulfills the "Waivers or Deviations Log" defined in NPR 7120.5F Appendices G and H Section 4 (i.e., the signed approval letter will be documented in Section 4.0 of the Program Plan or Project Plan and will be attached to the Program Plan or Project Plan along with the waiver/deviation request.) A copy of the signed approval letter and waiver/deviation request will be retained by OCE.

Attributes to include in a NPR 7120.5F OCE Requirement Waiver/Deviation Request:

- Descriptive title and date for the waiver/deviation request.
- Name of project, program, Center, and MD involved in the request, as applicable.
- Name of responsible person and their organization submitting the request and contact information.

- Identification of the source document of the request (e.g., NPR 7120.5F, NASA Space Flight Program and Project Management Requirements, standards associated with OCE requirements such as NASA-STD-1006, Space System Protection).
- Complete identification of requirement for which the waiver/deviation is requested (e.g., NPR section number and text).
- Description of the type, scope and nature, and duration of the request.

Type: Non-applicable, Technically equal or better, Requires acceptance of additional risk, Involves non-conforming product, or Involves non-compliant requirement

Scope and Nature: e.g., identification of the system, parts, lot, or serial numbers

Duration: Permanent, Temporary, Recurring, or Recurring with need for corrective action to prevent recurrence

- Description of the requirement(s), specification(s), drawing(s), and other baselined configuration, documentation, or product(s) affected due to this request.
- Identification of other organizations, systems, or components that may be affected.
- Identification, characterization, and quantification of increased risk associated with acceptance of the waiver/deviation request, if any.
- Justification for acceptance and reference to all material used to support acceptance.
- If appropriate, description of, or reference to, the corrective action taken or planned to prevent future recurrence.
- Risk evaluation. If acceptance increases risk, include the names and signatures of the Technical Authority(ies) who has(have) agreed that the risk has been properly characterized and is acceptable and the names and signatures of the Programmatic Authority(ies) who has(have) agreed to accept the risk.
- If applicable, description of any dissent, including rationale for dissent and name of dissenting responsible individual and their organization and contact information.

Table 1 Waiver/Deviation Approval Authority for NPR 7120.5F OCE Requirements

	Project Manager	Program Manager	Center Director	MDAA	Chief Engineer	NASA AA
Programs		Recommends	Concurs ²	Recommends	Approves	Informed
Category 1, 2, and 3 Projects	Recommends	Recommends	Concurs ²	Recommends	Approves	Informed
Reimbursable Space Flight Projects	Recommends		Concurs ²	Recommends ¹	Approves	Informed
Waivers or deviations with dissent						Approves

¹ As applicable.

² Unless otherwise delegated.